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REGULATION

LOGISTICS  
1954

## PRINTING AND REPRODUCTION

Declassification: CIA Regulation No. [REDACTED]

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#### 1. GENERAL

This Regulation states policy, assigns responsibilities, establishes controls, and outlines procedures applicable to the printing and reproduction services of the Agency. This Regulation applies only to service-type printing and reproduction facilities and not to those facilities used only in connection with individual Deputy Director (Plans) operational projects or to the specialized activities of the Technical Services Staff, Deputy Director (Plans).

#### 2. DEFINITION

The term "printing and reproduction," as used herein, means the process and the equipment involved in producing copies by relief, offset, hectograph, stencil, and photographic and photocopying methods. Such processes include, but are not limited to, letterpress and offset printing, multilith, mimeograph, ditto, microfilm, photocopy, and similar processes.

#### 3. POLICIES

- a. Centralized printing and reproduction facilities will be maintained to provide printing and reproduction service to all components of the Agency.
- b. Printing and reproduction equipment will be assigned to individual offices when it is determined that such assignments will result in improvement to security, efficiency, economy, and effectiveness.
- c. Agency printing and reproduction will be accomplished by the most economical process consistent with reasonable quality, security and operational requirements, and urgency.
- d. Security considerations permitting, printing and reproduction services will be procured commercially or from other Government agencies when it is more economical to do so, or the capacity or capabilities of CIA facilities are exceeded.

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## 4. RESPONSIBILITIES

## a. The Chief of Logistics is responsible for:

- (1) Operating and maintaining centralized printing and reproduction facilities at headquarters.
- (2) Providing technical guidance to all Agency activities for the planning and printing of all publications, documents, and other printed materials originating within the Agency.
- (3) Reviewing and, when required, developing printing and reproduction specifications to assure consistency with required results, available facilities, format, and comparative costs.
- (4) Procuring printing and reproduction equipment, supplies, and services.
- (5) Making a technical review of all requests for printing and reproduction equipment regardless of source of funds, proposed locations, or intended use. Requests for equipment to be used in connection with covert operational projects will be reviewed only for the purpose of furnishing technical advice concerning the type of equipment best suited for the work intended.
- (6) Keeping informed of new developments in the graphic arts field and assuring the application of new techniques in resolving Agency printing problems whenever economies and improvements can be effected thereby. Coordinating necessary Agency-financed research in this field (exclusive of microfilm which is the responsibility of the Management Staff).
- (7) Maintaining liaison, as required, with the Government Printing Office, other Government agencies, and private contractors.
- (8) Reviewing the utilization of, and redistributing when necessary, all printing and reproduction equipment to ensure the most economical and efficient accomplishment of required service consistent with operational requirements.

## b. The Deputy Director (Plans), Deputy Director (Intelligence), Deputy Director (Administration), Director of Training, Assistant Director for Communications, and Assistant Director for Personnel, or their designees, are responsible for:

- (1) Designating in writing to the Chief of Logistics, specific individuals and alternates who are authorized to requisition printing and reproduction service.

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- (2) Establishing, in coordination with the Chief of Logistics, programs for the orderly processing of continuing or recurring printing and reproduction requirements.
- (3) Assuring the maximum use of existing centralized printing and reproduction facilities in satisfying their printing and reproduction requirements, and the use of authorized local facilities only for the purpose for which authorized.

**5. REQUISITIONING PROCEDURE****a. PREPARATION OF REQUISITION**

- (1) Reproduction Requisition, Form No. 36-2, (to be redesignated as Form No. 70) will be prepared for all printing and reproduction requests and submitted to the Printing and Reproduction Division, Logistics Office. [REDACTED], Printing and Reproduction Handbook, explains technical terms and provides guidance in the selection of the printing or reproduction process which will most nearly satisfy the requirement. While requisitioning offices are encouraged to indicate desired processes on the requisition, the Logistics Office has the final responsibility for selection of processes, format, and the plant in which the work will be done. Any process or format change will be cleared with the requesting office.
- (2) Requisition for Supplies, Equipment, or Service, Form No. 36-125, (to be redesignated as Form No. 71) will be prepared for the procurement of printing and reproduction equipment and submitted, with appropriate justification therefor, to the Chief of Logistics in accordance with [REDACTED]. Lengthy requisitions may be continued on Form 36-125A, (to be redesignated as Form No. 71a) Continuation Sheet.

**b. APPROVALS**

Officials authorized to requisition printing and reproduction services will, when applicable, obtain prior approval for items and services as indicated below:

- (1) Agency regulatory issuances - Regulations Control Staff, Management Staff. (See [REDACTED])
- (2) Forms - Forms Management Branch, Records Management Division, Management Staff.

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- (3) Microfilming equipment and services - Records Systems Branch,  
Records Management Division, Management Staff.
- (4) TOP SECRET material - Area Top Secret Control Officer.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

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**L. K. WHITE**  
Deputy Director  
(Administration)

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